

240/OTE Chmud

20 November 1985

MEMORANDUM FOR: Executive Officer, OTE

FROM : Chief, EDS/ITD/OTE

SUBJECT : Overtime for [REDACTED]

1. During the week of 11-15 November 1985, [REDACTED]

[REDACTED] worked ten hours of unauthorized overtime putting together materials for the Executive Leadership Forum that began on 18 November. She worked with the course directors, [REDACTED] In the last minute rush typical of first-time runnings, they had neglected to request authorization from you or me.

2. I request that [REDACTED] be compensated for this overtime period, as entered on her T&A for the period.

[REDACTED]

APPROVED:

[REDACTED]
Executive Officer, Office of Training and Education11/22/85
Date